

# VISUAL **QUICKSTART** GUIDE

*Get up and running in no time!*



# Microsoft Office **2011** for Mac

STEVE SCHWARTZ

© LEARN THE QUICK AND EASY WAY!

Visual QuickStart Guide

## **Microsoft Office 2011 for Mac**

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Executive editor: Clifford Colby

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Interior design: Peachpit Press

Cover design: RHDG / Riezebos Holzbaur Design Group, Peachpit Press

Logo Design: MINE™ [www.minesf.com](http://www.minesf.com)

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ISBN-13 978-0-321-75126-3

ISBN-10 0-321-75126-4

9 8 7 6 5 4 3 2 1

Printed and bound in the United States of America

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# Introduction

Welcome to *Microsoft Office 2011 for Mac: Visual QuickStart Guide*. In the pages that follow, you'll find all the information and instructions needed to quickly become productive with Office 2011.

Like other titles in the *Visual QuickStart* series, this book was written primarily as a reference. Unlike a book on a single program, however, this one covers four major applications. Rather than discuss every command and procedure in excruciating detail (as you'd expect in a one-program book), this book focuses on commands and procedures you're most likely to actually use.

## About This Book

This is a book for beginning to intermediate users of Microsoft Office 2011. If you're using Office for the first time, switching from the Windows to the Mac version, or already know the basics but want to get more out of your investment in Office, this book is for you. If you learn better from step-by-step instructions and lots of graphic examples than from reference manuals that merely

describe what the commands do, this book is also for you. Most of all, if you know what you want to do and want to get started in the shortest possible time, this book is definitely for you.

I've worked hard to create a book that will let you turn to the directions for any procedure, learn what it does, and do it yourself. A screen shot illustrates every significant step. The goal is to give you the information you need to make you productive as quickly as possible. Along the way, you'll find tips that offer helpful information about many of the procedures.

To make it easy for you to find the information you need at any given moment, the book is divided into sections called parts.

- Part I provides an introduction to essential Office procedures.
- Parts II through V are devoted to the core Office applications: Word, Excel, PowerPoint, and Outlook (with My Day).
- Part VI presents topics relevant to all the core Office applications: combining Office data, using Office on the Internet, and using the Office Web Apps.

# Command Conventions

Office 2011's implementation of the Ribbon provides a new place where you can find and execute Office commands—in addition to menus, toolbars, floating windows, panels and panes, dialog boxes, contextual menus, and keyboard shortcuts.

## Menu commands

In this book, menu components are separated by the greater than (>) symbol.

*menu name > command*

*Example:* “To forward a selected message, choose Message > Forward” **A**.

*Explanation:* Open the Message menu and choose the Forward command.

*menu name > submenu > command*

*Example:* “To forward the same message as an attachment, choose Message > Forward Special > As Attachment” **B**.

*Explanation:* Open the Message menu and choose As Attachment from the Forward Special submenu.

## Ribbon commands

Ribbon components are separated by a colon (:). When choosing a command from a drop-down menu on the Ribbon, the menu-specific components are separated by the > symbol.

*Ribbon tab : group : command*

*Example:* “To format selected text as boldface, click Home:Font:Bold” **C**.

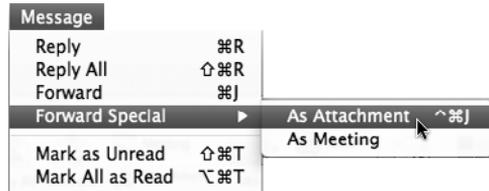
*Explanation:* In the Font group on the Home tab, click the Bold icon.

*Ribbon tab : group : icon > menu item*

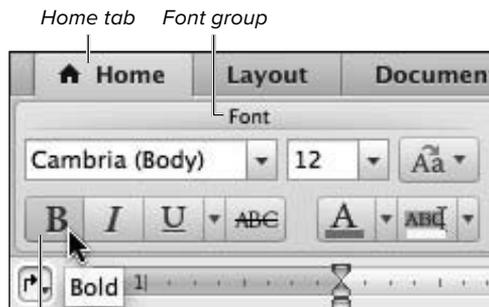
*Example:* “To set 1" margins for the document, choose Layout:Margins:Margins > Normal” **D**.



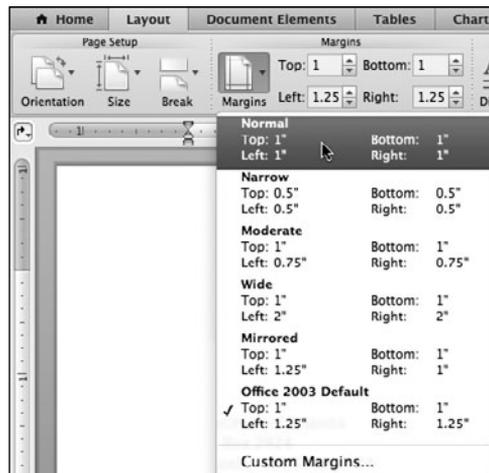
**A** Choosing a command from a menu.



**B** Choosing a command from a submenu.



**C** Clicking a Ribbon icon.



**D** Choosing a command from a Ribbon icon's drop-down menu.

*Explanation:* Switch to the Layout tab. In the tab's Margins group, click the Margins icon and choose Normal from the drop-down menu.

Note that whether a menu command or a Ribbon command is being described, the components are always presented in their proper order.

**TIP** Unlike Word, PowerPoint, and Excel, Outlook doesn't divide its tabs into named groups. Therefore, its commands are more compact, such as "Click Home:Delete to delete the selected message."

## Toolbars, panels, floating windows, dialog boxes, and contextual menus

To prevent commands for these elements from being confused with menu or Ribbon commands, the commands are written out in plain text, such as this: "On the Indents and Spacing tab of the Paragraph dialog box, choose a paragraph alignment from the Alignment drop-down menu."

## Keyboard shortcuts

A command may also have an associated keyboard shortcut that executes the command as though it had been chosen from a menu, toolbar, or the Ribbon. The convention is to show keyboard shortcuts in plain text, such as "Press Command-V to paste the most recently copied or cut item."

## Too many commands, too little space

Over the years, many programs have expanded to offer users multiple ways of performing a command or procedure. With this flexibility, however, can come confusion. In previous editions of this book (as well as my other Peachpit titles), I've prided myself on detailing all the possible ways you might execute a particular command. Knowledge is power, right?

But with Office 2011's addition of the Ribbon, it occurs to me that:

- There may now be as many as half a dozen ways to execute some commands.
- Rather than helping you by allowing you to pick the most convenient method from all possible command-execution methods, I may inadvertently be adding to or creating the confusion.
- Presenting every imaginable option takes up a lot of page space and may, in fact, detract from the presentation.

Based on my new assumption that you don't want or need to know all the ways that you can choose every command, this book will try to limit the presented options to two or three. At a minimum, I'll list the menu and Ribbon commands—assuming that both exist. Keep in mind that you should still explore the available toolbars, dialog boxes, panes, and panels to see if there's a more convenient method of executing a command.

Similarly, try right-clicking selected text and objects. Microsoft provides many contextual menus that appear in response to a right-click. You may find right-clicking to be quicker than scouring Ribbon tabs, checking menus, and memorizing keyboard shortcuts.

## About the Author

During his lengthy computer-industry career, Dr. Steve Schwartz has dedicated himself to educating computer users and helping them become productive with the software that's so pervasive in their business, school, and personal lives.

Steve was formerly editor-in-chief and chief methodologist for *Software Digest*, business editor for *MACazine*, and technical services director for Funk Software—where he provided technical support to a customer base of 750,000, trained Funk and Lotus Development personnel, directed QA, and wrote user manuals.

In addition, Steve has written hundreds of articles for computer magazines such as *Macworld*, *PCWorld*, and *Computerworld*. Since becoming a full-time author in 1990, Steve has written almost 60 books on computer and game topics. He is Peachpit Press' primary author for Microsoft Office.

# 4

# Introducing Word 2011

Expanding on the material in Chapter 2, this chapter covers additional elementary features that are specific to Word. While you can get along fine without mastering the material in this chapter, a familiarity with it will make your Word experience more productive.

Other chapters in Part II: Microsoft Word explain document and text formatting; designing tables; working in other views to create outlines, notebooks, and publications; and employing more advanced features to create documents for business and school.

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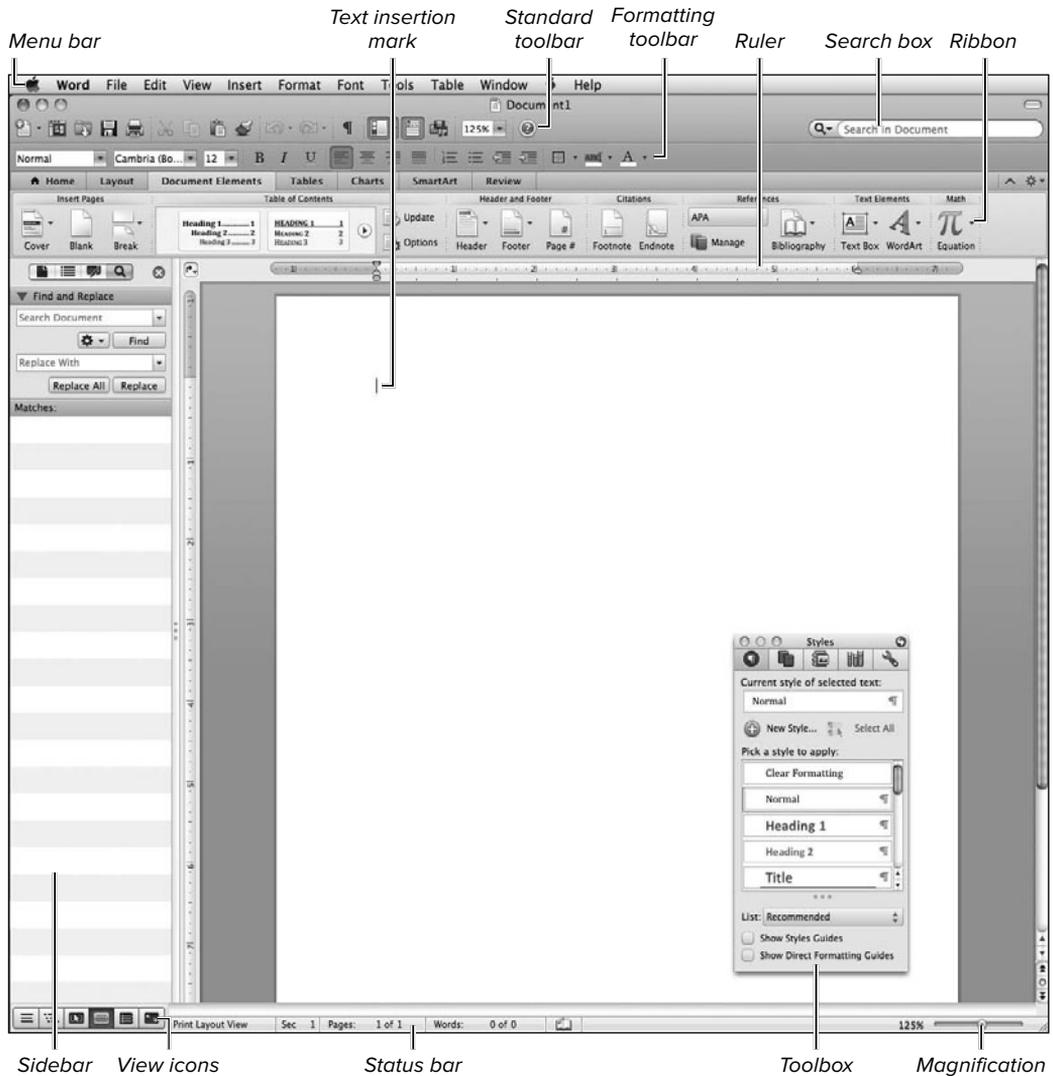
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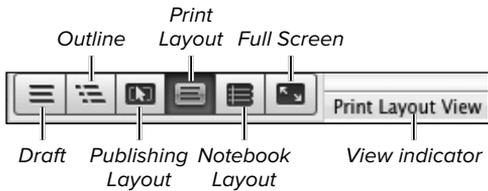
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# The Word Interface

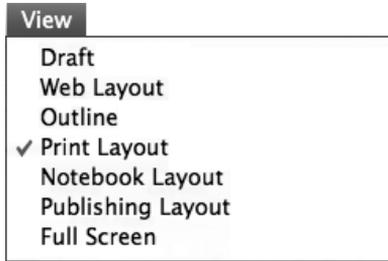
If this is the first time you've used Word, begin by familiarizing yourself with the Word window and its components **A**. They'll be referred to throughout Part II of this book.



**A** A Word 2011 document window.



**B** You can switch to most views by clicking an icon at the bottom of the document window.



**C** You can also change views by choosing a command from the top part of the View menu.

## Changing views

Different views enable you to work with or view a document in different ways. You can pick from Draft, Web Layout, Outline, Print Layout, Notebook Layout, Publishing Layout, and Full Screen views (see **Table 4.1**).

### To change views:

Do one of the following:

- Click an icon in the bottom-left corner of the document window **B**.
- Choose a view from the View menu **C**.

**TIP** Web Layout view is only accessible from the View menu.

**TIP** To use “click and type” (discussed later in this chapter), you must be in Print Layout, Web Layout, or Notebook Layout view.

**TABLE 4.1** Word Document Views

View	Purpose
Draft	Shows text formatting in a simplified page layout that lends itself well to most standard writing tasks
Outline	Shows the document’s structure and allows you to rearrange text by dragging headings
Print Layout	Shows the document as it will look when printed, including the page borders, margins, headers and footers, columns, and frames that contain images
Web Layout	Shows the document as it would appear in a Web browser
Notebook Layout	Used to quickly record notes and ideas (both in text and audio form)
Publishing Layout	Allows you to use layout tools to create complex documents, such as newsletters, brochures, and flyers
Full Screen	Dedicates the full screen to reading or editing the current Word document

## Changing the magnification

Depending on the resolution setting in Displays System Preferences, what you're working on, and your eyesight, you may want to increase or decrease the magnification of the current document. Choose a new setting from the menu on the Standard toolbar **D**, drag the slider at the bottom of the document window **A**, or choose View > Zoom **E**.

## Showing/hiding toolbars

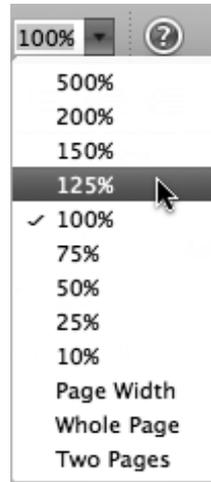
As is the case in all Office 2011 applications, you can show or hide individual toolbars whenever you like by choosing the toolbar's name from the View > Toolbars submenu. Checked toolbars are displayed; unchecked ones are hidden.

## Using the Sidebar

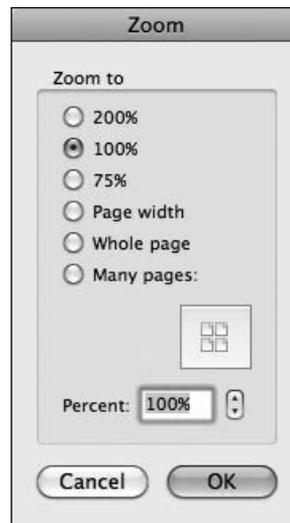
In Office 2008, the navigation pane had Thumbnail and Document Map tabs that enabled you to quickly jump to key locations in the current document. In Office 2011, the navigation pane has been renamed the *Sidebar* and contains two new tabs to help you navigate documents: Reviewing Pane and Search Pane.

### To use the Sidebar:

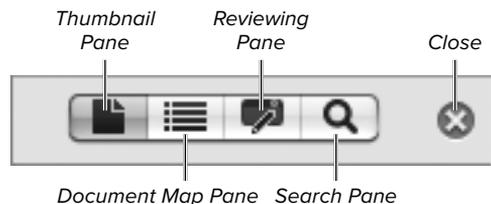
1. To show the Sidebar **A**, choose a pane from the View > Sidebar submenu or the Sidebar icon on the Standard toolbar.
2. The Sidebar has four modes, determined by the selected tab above the pane **F**:
  - ▶ **Thumbnail Pane.** Displays miniature representations of document pages.
  - ▶ **Document Map Pane.** Displays headings in the current document.



**D** You can choose a new magnification from this Standard toolbar menu.



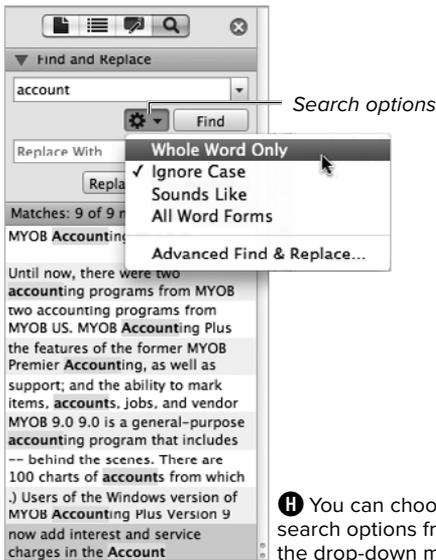
**E** You can select a common magnification or set a specific one in the Zoom dialog box.



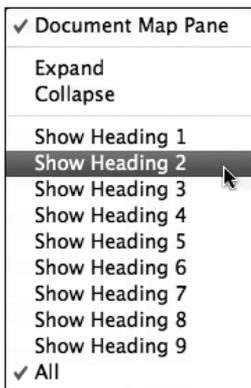
**F** Click a tab to select a Sidebar component to use.



**G** Click the thumbnail of the page you want to view.



**H** You can choose search options from the drop-down menu.



**I** Choose a Show Heading command to specify the heading levels to be displayed.

- ▶ **Reviewing Pane.** Displays all changes made to the document when track changes is enabled.
  - ▶ **Search Pane.** Search for text within a document or perform a find/replace.
3. To move to a new location in the current document, do one of the following:
- ▶ **Thumbnail Pane.** Click a page thumbnail **G**.
  - ▶ **Document Map Pane.** Click a heading.
  - ▶ **Reviewing Pane.** Double-click a change.
  - ▶ **Search Pane.** Type a search string. As you type, Word lists all matches and highlights them in the document. You can restrict matches by choosing an option from the drop-down menu **H**. Click any match.
4. To dismiss the Sidebar, click the close icon **F**.

**TIP** To change Sidebar panes, click the tab of a different pane. You can also choose the pane from the Sidebar icon's drop-down menu on the Standard toolbar or from the View > Sidebar submenu.

**TIP** You can change the Sidebar's width by dragging the divider on the right side of the pane.

**TIP** In Document Map view, you can control the specific heading levels displayed by right-clicking in the Sidebar **I**. Choose a Show Heading command to display all headings at that level or higher. You can also expand and collapse heading levels as needed.

# Entering Text

If you're new to computing, you'll find that entering text in a word-processing document is only a little different than using a typewriter—different but much simpler.

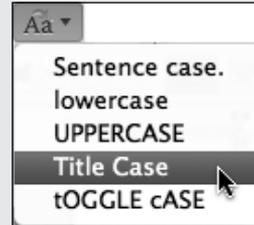
As in most computer programs, the blinking vertical line (called the *text insertion mark*) indicates where the next character you type will appear. Type as you would with a typewriter. The main differences include the following:

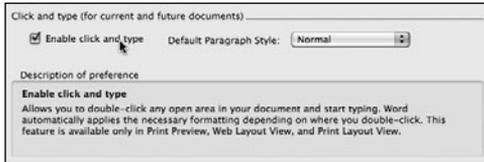
- You press Return only to begin a new paragraph—not to begin a new line in the same paragraph.
- You'll note that the lines of a paragraph are automatically adjusted to include as many words as possible. This occurs via a feature called *word wrap*. If you add or delete text in a paragraph, the entire paragraph rewraps to accommodate the changes.
- Typing a word-processing document doesn't have to be a linear process—as it must with a typewriter. For example, although you can backspace over errors by pressing Delete, you can also just *select* incorrect text and type over it. The first character you type automatically deletes the selected text.
- You can click anywhere within existing text to change the text insertion mark. Then you can insert more text at that spot, correct an error, or perform edits.

## Correcting Letter Case Errors

Has this happened to you? You accidentally press Caps Lock instead of Shift and now your newly typed text reads **SUSAN JONES**. Or while entering mailing addresses, your assistant decides not to bother with capitalization.

You can fix many such errors by selecting the text and choosing a correction from the Home:Font:Change Case menu.

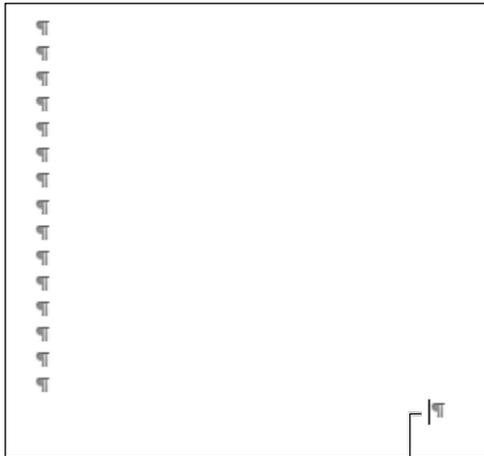




**A** Enable click and type in the Edit preferences.



**B** The click and type cursor changes to show the paragraph formatting that will be applied.



*Text insertion mark*

**C** With Show all nonprinting characters enabled (as explained in the next section), you can see the blank paragraphs that Word has inserted.

## Click and type

*Click and type* is a Word feature that you can think of as a form of automatic paragraph formatting. You can click in any blank area of your document to enter text at that spot. In a new document, for example, you could click near the right margin or halfway down the page. Click and type is available in Print Layout, Web Layout, and Notebook Layout views.

### To enable and use click and type:

1. Choose Word > Preferences.  
The Word Preferences dialog box appears.
2. Click the Authoring and Proofing Tools: Edit icon to display the Edit preferences.
3. Near the bottom of the dialog box, ensure that Enable click and type is checked **A**, and click OK.
4. Switch to a view in which click and type is supported: Print Layout, Web Layout, or Notebook Layout.
5. Move the cursor to a blank spot on the page where you'd like to type.  
As you move, the cursor changes shape to reflect the type of paragraph formatting that will be applied to the text **B**. The shapes include align left, align right, center, left indent, left text wrap, and right text wrap.
6. Double-click to set the text insertion mark and begin typing.  
Word inserts the necessary blank paragraphs and tabs to fill the document to the beginning of the new text **C**.

## Showing/hiding nonprinting characters

Whether you're entering, editing, or proofing text, it can be helpful to see the normally invisible, *nonprinting characters*: spaces, tabs, returns, and line breaks **D**. Displaying nonprinting characters is very useful when you're looking for multiple tab characters where only one should be or when you're trying to eliminate incorrect punctuation, such as blank paragraphs or extra spaces between words or sentences.

You can show or hide these characters as you work on any Word document. See **Table 4.2** for a list of nonprinting characters.

### To show/hide nonprinting characters:

- Click the Show all nonprinting characters icon on the Standard toolbar **E**.

**TIP** The Show all nonprinting characters (¶) icon works as a toggle. Click it once to show nonprinting characters; click it again to hide them.

**TIP** Showing nonprinting characters is very useful in the proofing/editing stage—*after* you've finished the writing. Having these characters visible while *creating* a document, on the other hand, can be distracting.

◆ In the Formatting Palette, choose a font and size from the Name and Size drop-down lists (**Figure 3.7**).

Tab                      Space                      Paragraph (Return)

**D** When displayed, nonprinting characters are a light blue.



**E** The Show all nonprinting characters icon is the paragraph symbol (¶).

**TABLE 4.2** Nonprinting Characters

Symbol	Character
.	Space
→	Tab
↵	Line break (new line, same paragraph)
¶	End of paragraph

## Selecting Partial Words

If you find that you're automatically selecting entire words when trying to select partial ones, the reason is that a Word Preferences setting is getting in the way.

You can change this setting by following these steps:

1. Choose Word > Preferences.
2. In the Word Preferences dialog box, click the Author and Proofing Tools: Edit icon.
3. Remove the check mark from When selecting, automatically select entire word, and click OK.



## Editing: Beyond the Basics

Some basic editing techniques were discussed in Chapter 2. In this section, you'll learn to search for and replace text, use Office's AutoText feature to automatically enter text for you, and use smart buttons to speed common editing and formatting tasks.

### Finding and replacing text

You can instruct Word to search for and optionally replace words or phrases. For example, if you can't remember the page on which you referred to Apple's annual report, you could perform a find on the phrase **annual report**. Or suppose your company recently changed its name from Johnson Plumbing Supplies to Widgets Inc. Using the Replace command, you can replace every instance of the old name with the new one.

There are *three* ways to conduct a search in Word 2011: using the search box at the top of the document window, performing an Advanced Find and Replace in a dialog box, or performing a find or find/replace in the Search Pane of the Sidebar. See **Table 4.3** for a list of special Find/Replace options.

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**TABLE 4.3** Special Find/Replace Options

Option	Description
Match case	Finds words that contain the same combination of upper- and lowercase characters
Find whole words only	Finds only complete words (for example, "art" finds only "art," not "artist")
Use wildcards	Allows you to enter a code to specify a special character combination in search strings (for example, ? will match any single character)
Sounds like	Finds text that sounds like the search string
Find all word forms	Finds all variations of the chosen word (for example, "apple" and "apples")

---

## To find text using the search box:

1. Click in the search box, choose Edit > Find > Find, or press Command-F.

The cursor is positioned in the search box.

2. Type a search string **A**.

As you type, Word highlights all matching instances in the document.

3. Scroll through the document to find the match for which you're searching or click the arrow icons to move from one match to the next.

4. To end the search, click the Clear icon.

**TIP** Letter case is ignored when performing a search box find and matches can be found anywhere within a word. For example, if you enter **am** as the search string, a match would be found in **am**, **American**, and **camel**.

**TIP** To transition to a Search Pane find or a replace, choose a command from the search box's drop-down menu **B**.

## To find text using Advanced Find and Replace:

1. Choose Edit > Find > Advanced Find and Replace.

The Find and Replace dialog box appears.

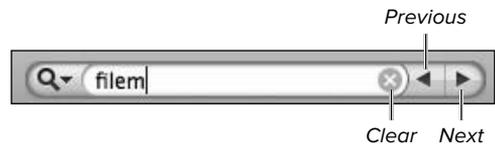
2. Type a search string in the Find what box **C**.

3. Do either of the following:

- ▶ To find the next instance of the search string, click the Find Next button.

Word searches for the string, starting from the current text insertion mark.

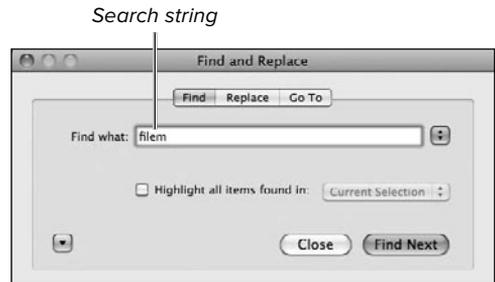
- ▶ To find and highlight all matches **D**, click the Highlight all items found in check box, choose an option from its drop-down menu (such as Main Document), and click Find All.



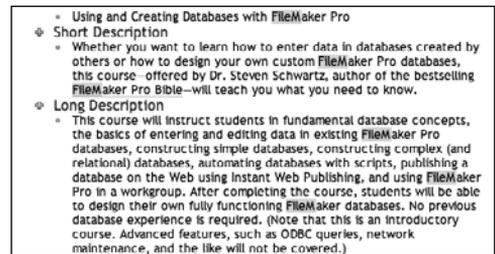
- A** Type as many characters as necessary to correctly identify matches.



- B** To perform a find or find/replace in the Sidebar, choose either of these commands.



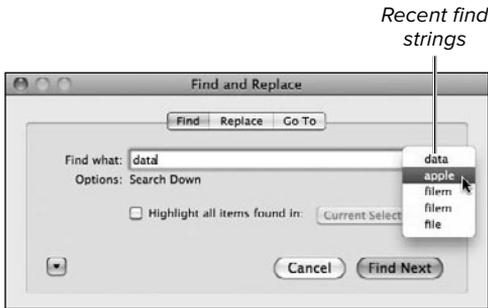
- C** Enter the text you want to find in the Find what box.



- D** Optionally, Word can highlight every match.



**E** Type the search text in the Find what box and the replacement text in the Replace with box.



**F** When performing a find or a replace, you can select recently used search strings from the drop-down menus.

4. To search for the next occurrence of the text (when searching for individual instances), click Find Next. Repeat as necessary to find other matches.
5. When you're done searching, click the Cancel or Close button.

## To replace text using Advanced Find and Replace:

1. Choose Edit > Find > Advanced Find and Replace.

The Find and Replace dialog box appears **G**.

2. Click the Replace tab, and type a search string in the Find what box and a replacement string in the Replace with box **E**.
3. Click the Find Next button.

Word searches for the text. If a match is found, it's highlighted in the document.

4. Do one of the following:
  - ▶ Click Replace to replace the text and search for the next instance, if any.
  - ▶ Click Find Next to ignore this instance and search for the next occurrence.
  - ▶ Click Replace All to simultaneously replace all matches.
5. Repeat step 4 until you're done or until Word has finished searching.
6. Click Cancel or Close to dismiss the dialog box.

**TIP** When performing a find or find/replace, you can repeat a recent search by clicking the arrow to the right of the Find what text box **F**. Search terms you've previously used appear in a drop-down list. The arrow to the right of Replace with provides a list of the recently used replacement text strings.

*continues on next page*

**TIP** Click the triangle in the bottom-left corner of the Find and Replace dialog box to display additional search options **G**. For instance, finds are normally case-insensitive. To find terms that match a specific capitalization, click the Match case check box. To hide the extra search options, click the triangle again.

**TIP** To specify a search direction (down, up, or all) or to search all open documents rather than just the active one, choose an option from the drop-down menu at the top of the expanded search options **G**.

**TIP** You can also base a search on a font, effect, or style by choosing options from the Format drop-down menu **H**. For example, you could replace all instances of Helvetica text with Arial by specifying the fonts and leaving the Find what and Replace with boxes empty. To later clear formatting from the find or replace criteria, click the No Formatting button.

**TIP** To include a special character (such as a tab or paragraph mark) in a search string, choose a character from the Special menu **I**. The symbol for the character is automatically added to the search string, such as ^t for a tab.

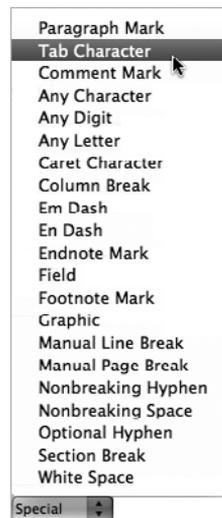


*Direction    Format menu    Special menu*

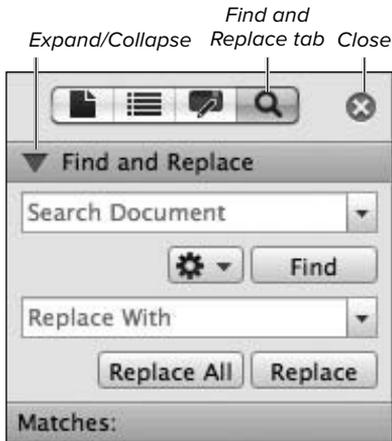
**G** Click the triangle to expand the dialog box to show advanced search options (see Table 4.3 at the beginning of this section).



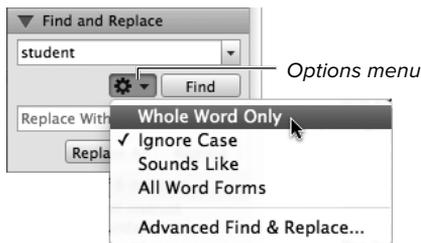
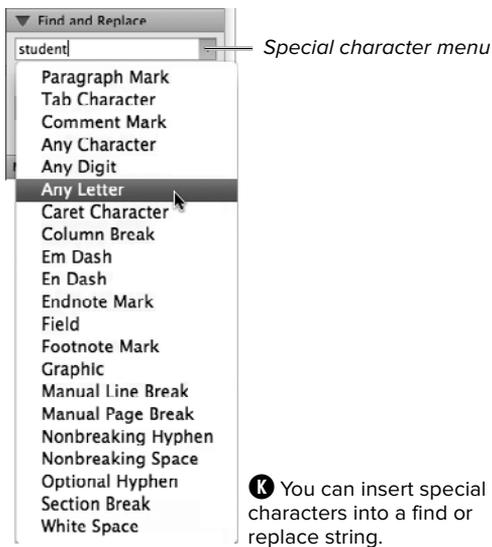
**H** The Format drop-down menu.



**I** To include a special character in a find or replace string, choose it from the Special menu.



**J** Show or hide the search criteria by clicking the triangle icon.



**L** You can restrict the search results by choosing additional options.

## To find text using the Search Pane:

- Open the Search Pane by doing one of the following:
  - Choose View > Sidebar > Search Pane.
  - Choose Search Pane from the Sidebar icon on the Standard toolbar.
  - If the Sidebar is already open, click the Find and Replace tab above it.
- Expand the search area by clicking the triangle beside Find and Replace **J**.
- Type a search string in the Find box.
 

As you type, Word lists matches in the Search Pane and highlights them in the document.
- Optional:* To insert a special character into the search string (such as a tab or wildcard), choose it from the Find box's menu **K**.
- Optional:* Choose additional search criteria from the drop-down menu **L**.
- To go to a match, do any of the following:
  - To jump to a specific match, click the match text in the Search Pane.
  - To review all matches in order from the text insertion mark, repeatedly click the Find button.
  - To randomly review the matches, manually scroll the document.
- To end the search, click the Sidebar's close icon **I**.

## To replace text using the Search Pane:

1. Perform steps 1–5 of “To find text using the Search Pane,” earlier in this section.
2. Enter a replacement text string in the Replace box **J**. Note that you can insert special characters in the replacement string in the same manner as with the find string **K**.
3. Do one of the following:
  - ▶ **Step through the matches.** To find the first match (searching from the text insertion mark), click Find. If the instance is one that you want to replace, click Replace. Word replaces the text and moves to the next match.
  - ▶ **Replace a particular instance.** Click the instance in the Matches section of the Search Pane and click Replace.
  - ▶ **Replace all instances.** Click Replace All to simultaneously replace all matches with the replacement text.
4. When you’re finished, click the Side-bar’s close icon **I**.

## Automatically entering text

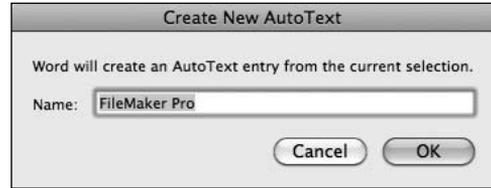
The AutoText feature is designed to help you avoid repetitive typing. AutoText lets you quickly insert any amount of frequently used text into a document—from one word to multiple paragraphs.

## To create an AutoText entry:

1. In the active document, select the text from which you want to create an AutoText entry.

The selected text must consist of at least five characters.
2. Choose Insert > AutoText > New.

The Create New AutoText dialog box appears and suggests a name **M**.

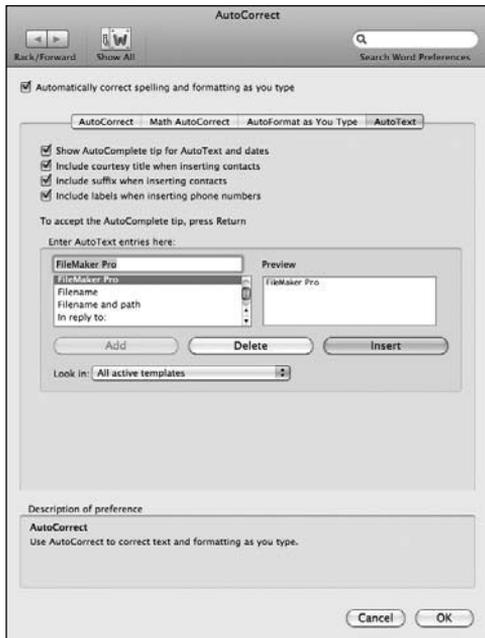


**M** The Create AutoText dialog appears and suggests a name for the new entry. Edit it as desired.

## Lesson Out FileMaker Pro

### 1. What Is a FileMaker Database?

**N** Whenever you type characters that may be an AutoText entry, you are offered the opportunity to insert it.



**O** You can delete AutoText entries, as well as specify the classes of entries to use.

3. *Optional:* Edit the suggested name.

If you want to be able to insert the entry using AutoComplete, make sure that the name contains at least four characters.

4. Click OK to add the text to the list of available AutoText entries.

### To insert an AutoText entry:

As you type, Word watches for the name of an AutoText entry. When it detects one, a yellow box containing the AutoText entry's name appears **N**. Do one of the following:

- To accept the AutoText replacement, press Return or Enter.
- To ignore the proposed AutoText replacement, continue typing.

**TIP** You can use AutoText to enter lengthy medical, legal, or technical terms. AutoText is also great when writing letters that use standard opening and closing lines.

**TIP** To delete an AutoText entry, choose Insert > AutoText > AutoText. On the AutoText tab of the AutoCorrect dialog box **O**, select the entry in the list box and click Delete.

**TIP** You can insert an AutoText entry into the current document by selecting the entry from the list box **O** and clicking Insert.

**TIP** Another way to insert an AutoText entry is to choose it from one of the Insert > AutoText submenus. Word provides dozens of common AutoText entries to get you started. You'll find your personal entries in the document template in which they were stored—typically, the Normal template.

## Working with smart buttons

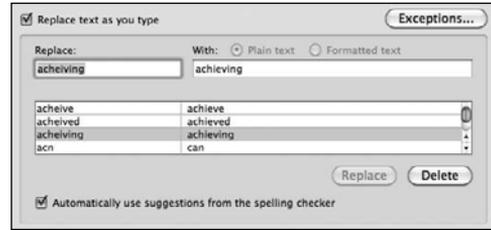
To make certain edits more flexible, Word, Excel, and PowerPoint provide smart buttons. A *smart button* is a pop-up icon that displays a menu of options when clicked. There are two types of smart buttons: AutoCorrect Options and Paste Options.

The Replace list of words, phrases, and symbols in the AutoCorrect dialog box **P** determines which text will automatically be substituted for other text as you type. For instance, if you type **(c)**, a copyright symbol (©) is substituted. Common typos, such as ones caused by transposing letters, are also corrected. After an autocorrection occurs, you can click the AutoCorrect Options button to modify the correction.

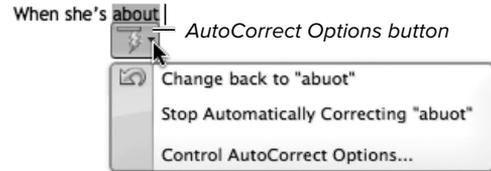
Paste Option buttons are immediately available after pasting or using drag and drop. You can specify that the pasted or dropped text keep its original formatting or that it adopt the formatting of surrounding text.

### To use an AutoCorrect Options button:

1. After an autocorrection, move the cursor over the corrected text.  
A blue underline appears under the text.
2. Move the cursor over the blue underline to reveal the AutoCorrect Options button, and click the button to open the menu **Q**.
3. Do one of the following:
  - ▶ Choose Undo or Change back to restore the original, uncorrected text.
  - ▶ Choose Stop Automatically Correcting *condition* to prevent future instances from being corrected and to delete the item from the Replace list.
  - ▶ Choose Control AutoCorrect Options to change your AutoCorrect settings.



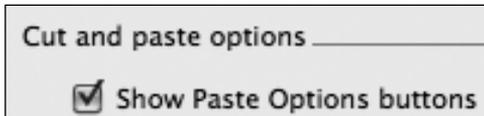
**P** The AutoCorrect tab of the AutoCorrect dialog box contains a Replace list of items that will automatically be corrected in your documents.



**Q** When the button appears, click it to open the menu.



**R** Use the Paste Options button to control the formatting of pasted or dropped text.



**S** You can enable or disable Paste Options buttons in the Cut and paste options section of the Edit dialog box.

## To use a Paste Options button:

1. Immediately after most paste or drag-and-drop operations, a Paste Options button appears **R**.
2. Click the button to reveal its menu, and choose one of the following:
  - ▶ **Keep Source Formatting.** Keep the original formatting for the pasted or dropped text.
  - ▶ **Match Destination Formatting.** Make the pasted text match the formatting of surrounding text.
  - ▶ **Keep Text Only.** Strip the formatting from the pasted or dropped text. (For instance, red italicized text would be reduced to plain black text.)

**TIP** There isn't a time limit for clicking an AutoCorrect Options button. As long as you haven't closed and reopened the document, a button will be available for every autocorrection made during the session.

**CAUTION** A Paste Options button, on the other hand, must be used immediately.

**TIP** After undoing an autocorrection, you can later "redo" the correction by clicking the button and choosing Redo Automatic Corrections.

**TIP** Paste Options buttons can be a nuisance. To disable them, choose Word > Preferences, and click the Author and Proofing Tools: Edit icon. In the Edit dialog box, remove the check mark from Show Paste Options buttons **S** and click OK.

**TIP** You can open the AutoCorrect dialog box by choosing Tools > AutoCorrect or Insert > AutoText > AutoText. You can also choose Word > Preferences, and click the Author and Proofing Tools: AutoCorrect icon.

# Proofing Your Work

It's a good idea to check your work before letting anyone else see it. Word 2011 has tools you can use to check your spelling and grammar, find synonyms when you're stuck for a word, and look up definitions.

## Checking spelling and grammar

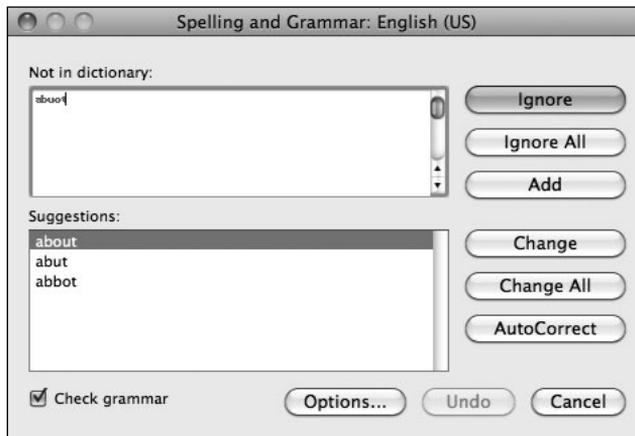
You can avoid common errors and typos by performing a spelling and grammar check on each document. Use the Thesaurus and Dictionary tools to enliven your writing and ensure that you're using words correctly.

### To check spelling and grammar:

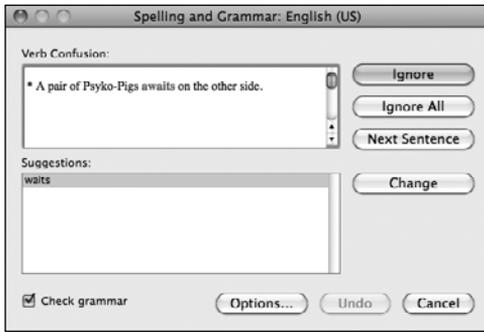
1. Choose Tools > Spelling and Grammar or press Option-Command-L.

The Spelling and Grammar dialog box appears **A**. The spelling checker flags possible misspellings, and the grammar checker identifies questionable grammar. As it examines the document, Word stops at each questionable word or phrase.

2. For each questionable instance, do one of the following:
  - ▶ To accept a selected entry in the Suggestions list, click Change. To make the same correction for all such errors in the document, click Change All.
  - ▶ To leave the word or phrase as is and continue the spelling check, click Ignore. To ignore all instances of the word or phrase found in the current document, click Ignore All.
  - ▶ To add the current spelling of a flagged word to your user dictionary and also accept the spelling as correct, click Add. (Adding a word to the user dictionary prevents Word from flagging it as a misspelling in other documents.)
  - ▶ If this is a error you commonly make, select the correct word in the Suggestions list and click AutoCorrect. The misspelled word and its replacement are added to the AutoCorrect list.
  - ▶ Manually edit the text in the upper box. Click Change to accept your edits or Undo Edit to restore the original text.



**A** Word suggests corrections for most spelling and grammatical issues.



**B** When questionable grammar is found, you can accept a suggestion, ignore this or all instances, or skip this error and jump to the next.

#### Check spelling as you type



#### Check grammar with spelling

**C** Spelling and Grammar preferences.



**D** Any word that you commonly misspell or type incorrectly can be added to the AutoCorrect list.

When a possible grammatical error is found, the dialog box and its options change **B**.

3. For each flagged error, do one of the following:
  - ▶ To ignore the error for this or all instances in the document, click Ignore or Ignore All, respectively.
  - ▶ To accept a selected correction in the Suggestions box, click Change.
  - ▶ To examine the next identified error (without making a judgment on the current problem), click Next Sentence.
  - ▶ Manually edit the text in the upper box. Click Change to accept the edits.

An alert box appears when the spelling and grammar check is complete.

4. Click OK to dismiss the alert box.

**TIP** To immediately end a spelling/grammar check, click the **Cancel** button.

**TIP** To restrict a check to only part of a document, select the text prior to issuing the **Spelling and Grammar** command.

**TIP** To disable grammar checking, remove the check mark from **Check grammar** **A** or remove the check mark from **Check grammar with spelling** in **Spelling and Grammar preferences C**. Note that you can go directly to this preferences dialog box by clicking the **Options** button **A**.

**TIP** Unless you've changed the **Spelling and Grammar** preferences, Word automatically checks spelling as you type **C**. Suspect words are marked with a red underline.

**TIP** As you type, Word automatically corrects common misspellings. To add your own words to the **AutoCorrect** list **D**, choose **Tools > AutoCorrect**. Enter the misspelling in the **Replace** box, enter the correctly spelled word in the **With** box, and click the **Add** button.

## To replace a word with a synonym:

Do one of the following:

- Select the word or phrase you want to replace. Choose Tools > Thesaurus. The Reference Tools tab of the Toolbox appears, showing information for the selected word or phrase **E**. Select the closest meaning from the Meanings list, select a synonym from the Synonyms list, and click Insert.
- Display the Reference Tools tab of the Toolbox **E**. (If the Toolbox isn't open, click the Toolbox icon on the Standard toolbar or choose View > Reference Tools.) In the Thesaurus section, type or paste a word/phrase into the search box, and press Return. Select a meaning, select a synonym, and click Insert.
- Right-click the selected word or phrase, and choose a replacement from the Synonyms submenu.

**TIP** To view a selected synonym's definition, click Look Up and expand the Dictionary section.

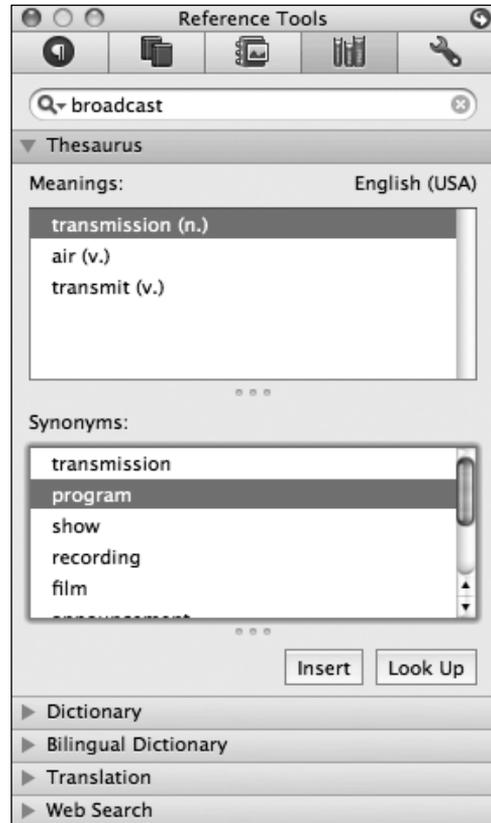
## To look up a word's definition:

Do one of the following:

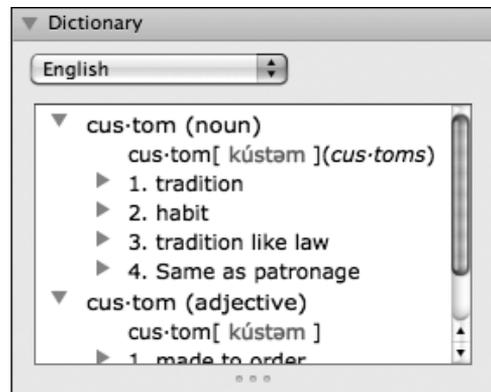
- Select the word in your document and choose Tools > Dictionary.
- Right-click the word and choose Look Up > Definition from the contextual menu. The Dictionary section of the Reference Tools tab displays the definition **F**.

**TIP** You can also type or paste a word into the search box to view its definition.

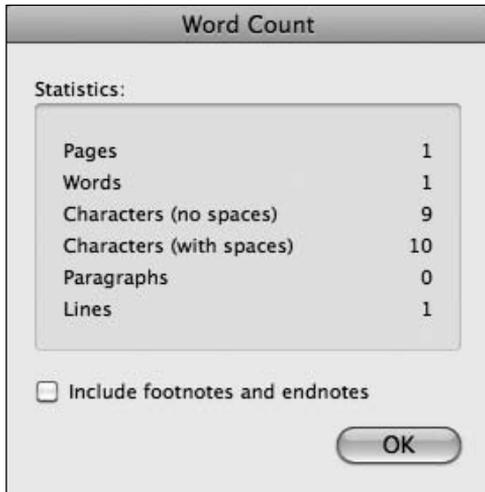
**TIP** You can use the Web to expand the information available to you concerning the text in the search box by opening the Web Search section. Click links to view them in your default browser.



**E** The Reference Tools tab of the Toolbox has both a thesaurus and dictionary.



**F** You can look up a word's definition in the Dictionary section of the Reference Tools.



**G** To view a word count and other useful document statistics, choose Tools > Word Count.



**H** You can also view the word count in the status bar.

## Calculating a word count

Sometimes you may need to know a document's exact word count or similar statistics. Word count is important when writing to a particular length, as is sometimes the case with magazine articles and homework assignments.

### To calculate the word count:

1. Do one of the following:
  - ▶ To calculate statistics for a portion of the document, begin by selecting that part of the document.
  - ▶ To calculate statistics for an entire document, ensure that nothing is selected.
2. Choose Tools > Word Count.
 

The Word Count dialog box appears **G**. It contains information about your document, including the page count and the number of words, lines, and paragraphs in your document
3. Click OK to dismiss the dialog box.

**TIP** At the bottom of every Word window are two numbers **H**. The first is the word in which the text insertion mark is located, counting from the beginning of the document. The second is the number of words in the document. (If text is selected, the first number is the word count for the selected words.)

# Tracking Changes

On certain Word documents, you may collaborate with others. For instance, you could create a group report for school, work on a departmental budget with members of your staff, or write a magazine or article that needs to incorporate an editor's comments. As the author, you can review the comments and changes of others, as well as accept or reject each one. All tracking commands can be found on the Review tab.

## To track changes to a document:

1. Click the Review:Tracking:Track Changes icon **A**.

When Track Changes is enabled, the icon reads ON; changes you make are recorded.

2. Choose a display option from the drop-down menu in the Tracking group **A**:

- ▶ **Original.** Display the original, unedited document (as it would look if all changes have been rejected).
- ▶ **Original Showing Markup.** Display insertions and formatting changes in balloons. Deleted text is shown as struck through.
- ▶ **Final.** Display the document as if all changes have been accepted.
- ▶ **Final Showing Markup.** Display deletions in balloons. Insertions and formatting changes are shown in the document text.

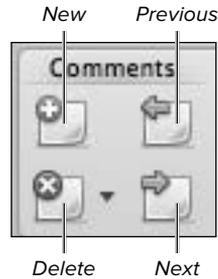
3. To insert a comment, select the text on which you want to comment or position the text insertion mark within it. Choose Insert > Comment or click Review:Comments:New **B**.

A new comment balloon appears.

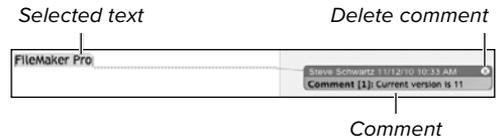
4. Type your comment **C**.



- A** Click the Track Changes control to switch tracking on or off.



- B** Commands in the Review:Comments group.



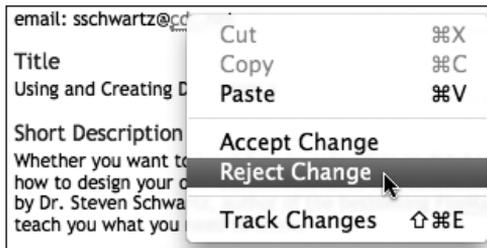
- C** Type a comment that applies to the currently selected text.



**D** An easy way to accept or reject an edit is to click the appropriate icon in the edit balloon.



**E** You can reject or accept an edit by clicking an icon. Click the Review Pane icon to show or hide the Reviewing Pane in the Sidebar.



**F** You can also accept or reject an edit by right-clicking it and choosing a command from this contextual menu.

## Comparing Document Versions

You can compare two versions of a Word document, such as an original and one that incorporates edits. Choose **Tools > Track Changes > Compare Documents**. In the Compare Documents dialog box, select an original and revised document to compare. Word generates and displays a comparison document that shows the differences between the two files.

5. To reject an edit or delete a comment, do one of the following:

- ▶ Click the Delete **C** or Reject **D** icon in the associated balloon.
- ▶ Position the text insertion mark in the edit or balloon. Click the Review: Changes:Reject icon **E** or the Review: Comments:Delete icon **B**, as appropriate.
- ▶ In the document or In the Reviewing Pane in the Sidebar, right-click the edit or comment. Choose Reject Change or Delete Comment from the contextual menu **F**.

6. To accept an edit, do one of the following:

- ▶ Click the Accept button in the edit balloon **D**.
- ▶ Click the Review: Changes:Accept icon **E**.
- ▶ Right-click the edit in the body of the document. Choose Accept Change from the contextual menu **F**.

**TIP** To show the Reviewing Pane, choose **Sidebar > Reviewing Pane** in the Standard toolbar. To hide the Reviewing Pane (and the Sidebar), click its close icon. You can also show or hide the Reviewing Pane by clicking the Review: Changes:Review Pane icon **E**.

**TIP** You can jump directly from one edit or comment to another by clicking the Next and Previous icons in the Review:Comments group **B**.

**TIP** During or after the review, you can email the marked-up document to team members by clicking the Review:Share:Mail icon.

**TIP** To alter the Track Changes preferences, choose **Review:Tracking:Show Markup > Preferences**.

# Printing Word Documents

Like other applications in Office 2011, Word provides an assortment of printing options. The steps below discuss the options you're most likely to use.

## To print a Word document:

1. Open the Word document.
2. *Optional:* To print only part of the current document, select that text.
3. Choose File > Print (Command-P).  
The Print dialog box appears **A**.
4. Select a connected printer from the Printer drop-down list.
5. Specify the number of copies and range of pages to print.

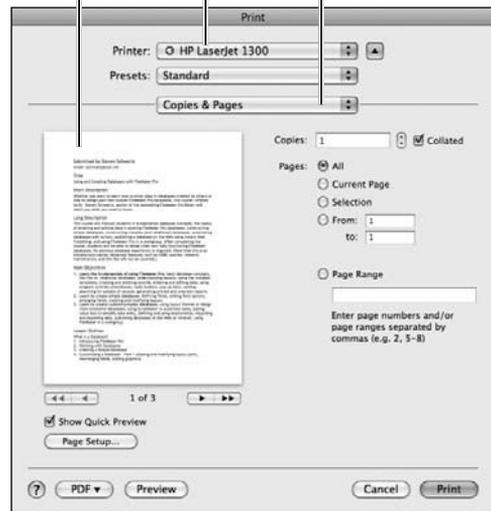
The Selection option is only available if you preselected part of the document in step 2.

6. *Optional:* To change Page Setup options (paper size, orientation, and paper feed method), click the Page Setup button.
7. *Optional:* To set Word-specific options, choose Microsoft Word from the drop-down section menu. Choose an option from the Print What drop-down menu **B**. If you're doing two-sided printing, you can also elect to print just the odd or even pages.

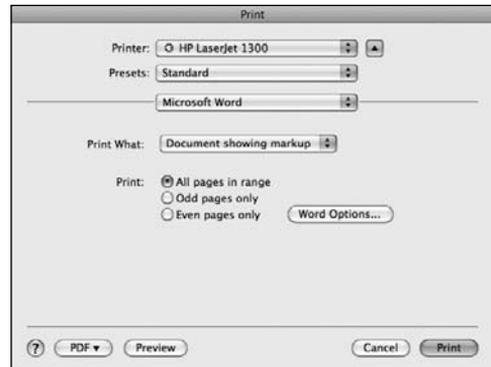
Choose Copies & Pages from the drop-down section menu to return to the main Print dialog box.

8. Turn on the printer and click Print.  
The print job is sent to the selected printer.

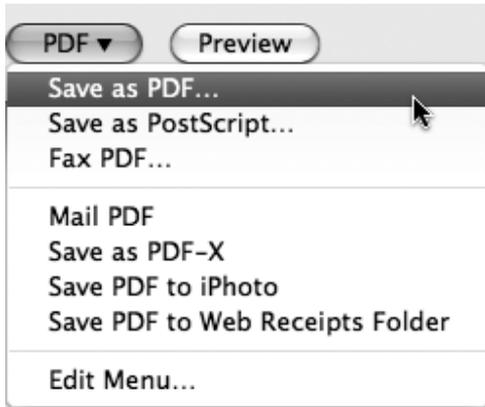
Quick Preview Printer Section menu



**A** Set options for the current print job in the Print dialog box.



**B** Set Word-specific options (such as printing a document showing changes) in the Microsoft Word section of the Print dialog box.



**C** You can create a PDF from almost any type of Macintosh document.

**TIP** To preview a printout onscreen prior to printing, switch to Print Layout View. Within the Print dialog box, you can click the arrows beneath the Quick Preview area **A** to get a bird's-eye view of the printout that reflects the current print and page layout settings.

**TIP** To print the complete document using the current print settings, click the Print icon on the Standard toolbar. Printing commences immediately—without displaying the Print dialog box.

**TIP** If you save a document after printing it, the print settings are saved, too. This makes it easy to repeat complex print jobs.

**TIP** To share a Word document with someone who doesn't have Word, click the PDF button in the Print dialog box and choose Save as PDF **C**. A cross-platform PDF file will be generated that can be opened in Preview or Adobe Reader. The recipient will be able to read the document onscreen and print it, if desired.

**TIP** If change tracking has been enabled, you can include the edits and comments in the printout by choosing Review: Tracking: Final Showing Markup or Original Showing Markup (see **A** in "Tracking Changes," earlier in this chapter).

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